

EMPLOYEE NOTICE OF DISCIPLINE

Employee Michelle Gunning	Work Location Christopher	Date of Discipline Action Given
Employee ID # 168	Date of Occurrence Unknown	Supervisor Issuing Action

Violations

- | | | |
|--|--|---|
| ☐ Attendance
☐ Unauthorized Absence
☐ Tardiness
☐ Insubordination
☒ Conduct
☐ Endangerment to others | ☐ Vile, Foul or Abusive Language
☐ Safety/Carelessness
☐ Willful Damage to City Property
☐ Harassment
☐ Falsification of Documentation
☒ Other | ☒ Violation of City Policy
(indicate policy) |
|--|--|---|

Violation Statement (attach any supporting documentation)

Date of Violation: Sept 2024

Place of Violation: Christopher

Statement of Violation: Under 2.20 Failure to report change of address C-5-23

Signature by Supervisor Issuing Action _____ Date _____ Position _____

Disciplinary Action

- | | | |
|---|--|---|
| ☒ Oral Reprimand
☐ Suspension without pay ____ day's
☐ Recommendation for Termination | ☐ Written Reprimand | ☐ Sent Home w/out Pay
☐ Administrative Leave w/Pay |
|---|--|---|

Corrective Actions to be taken

Correction Actions/Timeframe: _____

- ☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)
- ☐ Employee refused to sign this form and all attached documentation.

Employee's Signature _____ Date 10/15/24

Supervisor's Signature _____ Date 10/15/24

The above disciplinary action has been noted and this form will be made part of the above employee's permanent file, as of this date.

Department Head Date